



CITY OF WEST COVINA
ENGINEERING DIVISION

1444 W. Garvey Avenue South, West Covina, CA, 91790
 Tel: (626) 939-8425, Email: permits@westcovina.org

Permit # :	_____
Ref. MCR # :	_____
Total Fees:	_____
Total Deposit:	_____

ENGINEERING PERMIT APPLICATION

JOB DESCRIPTION

Project address:	_____			Today's date:	_____
Property Owner:	<input type="checkbox"/> Public Right of Way	<input type="checkbox"/> Private property	Company Project Number (if applicable): _____		
Work Description (State if removing any driveway approaches, curbs, sidewalk, bus pads, and cross gutters): _____ _____					
Approximate start date:	_____	Finish Date:	_____	Number of working days:	_____
Is this an "After-the Fact" Permit Request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes," when did work start & end? _____		
<i>(Pursuant to West Covina Municipal Code Section 19-68, a permit must be obtained one day after the offices of the City are first opened subsequent to start of such work)</i>					

UTILITY COMPANY'S INFORMATION (ONLY fill out if work will be done by the utility company)

Company name:	_____	Phone:	_____	Address:	_____
Employee name:	_____	Title:	_____	Phone:	_____
Employee email:	_____	Emergency Phone:	_____		

CONTRACTOR'S INFORMATION

Name:	_____	Phone:	_____	Emergency Phone:	_____
Email:	_____	City Business License No.:	_____	Expiration Date:	_____
State License No.:	_____	Class:	_____	Expiration Date:	_____
General Liability Insurance Policy No.:	_____	Expiration Date:	_____		
Contracted by:	_____	Contact Phone:	_____		

APPLICANT'S INFORMATION (ONLY fill out if you are a resident or a contractor's agent)

Name:	_____	Address:	_____		
Phone:	_____	Emergency Phone:	_____	Email:	_____
Applicant's Status/Role (Check Applicable Box):	<input type="checkbox"/> Contractor's agent <input type="checkbox"/> Site Owner <input type="checkbox"/> Owner Using Contractor <input type="checkbox"/> Other				

SIGNATURE

I, (Permittee) _____ of (Company) _____ hereby make application for permit to construct/excavate/encroach in the Public Right of way at the locations described above, subject to the provisions required by the Municipal Code of the City of West Covina, and the specified requirements of the City's permit heron specified on the back of this page.

In consideration of the granting of this permit, it is agreed by the applicant that the City of West Covina, and any of their officers or employees thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss, or damage to persons or property, happening or occurring as the proximately result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the highway by the general public, it must be removed or relocated, as designated by the City Engineer at the expense of the Permittee or his successor in interest.

SCOPE OF WORK

<input type="checkbox"/> Excavation SQ. FT. Surface	<input type="checkbox"/> Sidewalk SQ. FT.
<input type="checkbox"/> A.C Paving SQ. FT.	<input type="checkbox"/> P.C.C Paving SQ. FT.
<input type="checkbox"/> Street Obstruction	<input type="checkbox"/> Curb & Gutter L.F.
<input type="checkbox"/> Driveway Approach	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Industrial Waste	<input type="checkbox"/> Sewer
<input type="checkbox"/> Curb Drain: <input type="checkbox"/> 4” Core Drill <input type="checkbox"/> Box Culvert	<input type="checkbox"/> Back-fill of Cesspool and/or Septic Tank
<input type="checkbox"/> Dye Test	<input type="checkbox"/> Other

NOTES

1. All work shall be done in accordance with the Standard Specification for Public Works Construction, latest edition and addendums, unless otherwise specified.
2. Traffic control throughout permit construction shall conform to the current State of California Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways Work Zones, latest edition.
3. Provisions shall be made for lighted barricades; delineators and traffic control personnel to adequately protect the traveling public during construction and excavation operations. When necessary for public safety, traffic control shall be on duty twenty-four (24) hours of each day.
4. A copy of the permit shall be kept at the site of work at all times and produced upon demand.
5. All work authorized under the permit **MUST BE COMPLETED WITHIN THE TIME SPECIFIED THEREIN, UNLESS SO COMPLETED, THIS PERMIT SHALL BE VOID.** An extension of time may be granted if applied for twenty-four (24) hours before permit expires.
6. The City of West Covina Engineering Division **SHALL BE NOTIFIED AT LEAST TWENTY-FOUR (24) HOURS BEFORE START OF WORK** by telephoning (626) 939-8425. Should the inspector find work in progress prior to notification by the Permittee and permit not on-site during construction, work may be stopped for a period of not less than the remainder of the day.
7. An additional inspection fee not less than double the original fee, will be charged for failure to apply for a permit prior to commencement of work.
8. The holder of any permit and any agent, servant, or employee working for said permit holder on any excavation and fill, shall inform himself and obtain all necessary information as to the existence and location of all underground pipes, lines, manholes, wires, signal devices, substructures, and appurtenances of any utility, and the City shall be protected by the Permittee against any damage by reason of any excavation or fill. Any damage caused to such underground installations, appurtenances, or substructures, shall be paid for by Permittee. Such repairs as are required, shall be made or be caused to be made by the City of West Covina and billed to such Permittee who shall pay the same upon receipt or a statement of the cost of such repair.
9. Form inspection will be required prior to placement of concrete and at the completion of work. At least twenty-four (24) hours notice will be required before inspection can be provided.
10. Removal & replacement of P.C.C. sidewalk shall be saw-cut score mark to score mark and edge to edge.
11. Work shall be performed between the hours of 7:00 a.m. and 4:00 p.m.
12. Inspections are available Monday through Friday.
13. Specific provisions and conditions may be appended to each permit.
14. Call Dig Alert # (800) 422-4133 two working days before you dig.
15. **PERMIT EXPIRES SIX (6) MONTHS AFTER THE DATE OF ISSUANCE.**

.....
For City of West Covina use only

FEEES BREAKDOWN & COMMENTS

--	--